

U.S. Department of Justice

Federal Bureau of Prisons



Federal Correctional Complex  
Beaumont, Texas 77720-6015

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**INSTITUTION  
SUPPLEMENT**

OPI: Corr Svs

NUMBER: BML 5267.06C

DATE: April 1, 2002

SUBJECT: Visiting Regulations

Distribution: General

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1. PURPOSE AND SCOPE. It is the intent of this Institution Supplement to establish visiting hours and procedures at the Low Security Correctional Institution, Beaumont, Texas.

2. PROGRAM OBJECTIVES. The expected results of this Institution Supplement are to:

- a. Establish visiting schedule for the institution;
- b. Establish visiting procedures for any holdovers;
- c. Establish procedures to monitor all visiting areas to prevent the passage of contraband and ensure the security and good order of the institution;
- d. Establish guidelines to make information pertaining to visitation available to the inmates and visitors;
- e. Provide guidelines concerning the limits of available space in the visiting areas, and procedures to follow in the event of excessive crowding;
- f. Provide guidelines concerning the time and administrative expense incidental to arranging and supervising visits; and
- g. Provide guidelines which express the need to maintain other institutional activities without unnecessary or extended interference.

3. DIRECTIVES AFFECTED.

- a. Directives Rescinded: BML 5267.06B, dated December 22, 2000.
- b. Directives Referenced: Program Statement 5267.06 Visiting Regulations, dated May 17,

4. STANDARDS REFERENCED. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4149, 3-4255, 3-4272, 3-4440, 3-4441, 3-4441-1, 3-4442, 3-4443, 3-4445, 3-4446.

5. RESPONSIBILITY. The visiting privilege is an important part of an inmate's incarceration and successful re-entry into society. Use of this privilege allows inmates to maintain family ties, community relationships, and plan for release. It is incumbent upon every inmate to responsibly utilize the visiting privilege.

6. PROCEDURES.

a. Visiting Facilities/Staffing: Visiting privileges will be offered without posing any unnecessary or extended interference to other institutional activities. During adverse weather conditions or full/partial institution lockdowns, visiting privileges may be temporarily suspended. A multi-purpose Visiting Room is provided. The Visiting Room has restrooms which may be used by visitors. Inmates will use the restroom located in the Search Room, and will be under direct staff supervision. In addition, the Visiting Room provides individual attorney/client rooms. An area is designated for use by small children, and will provide educational activities for the children of visitors. The respective inmate will be responsible for the conduct and behavior of any visitor(s). All visiting areas are subject to monitoring, to include restrooms. If reasonable suspicion exists indicating the inmate or visitor(s) is involved in or attempting to be involved in criminal activity, the visitor's restroom may be monitored by staff of the same sex as the visitor(s) utilizing the restroom. There will be at least three (3) officers assigned to the Visiting Room. In addition, a Receptionist/Front Lobby Officer will be assigned who will be responsible for processing visitors into the institution.

b. Visiting Times: The following are the hours of operation for the Visiting Room:

- Sunday, Monday, Tuesday, Friday, Saturday, and Federal holidays, 8:00 a.m. - 3:00 p.m.

Processing of visitors will be terminated one hour prior to the conclusion of visitation. Any deviations will be authorized by the Operations Lieutenant.

Inmates will be afforded a total of twelve (12) points for the opportunity to visit per calendar month. The points used shall be dependent upon which day the visit occurs. Three (3) points will be used for each weekend day (Saturday, Sunday, Federal holiday) visit, and one (1) point for normal weekday (Monday, Tuesday, or Friday) visit. This facility does not ordinarily house holdovers or pre-trial inmates; however, in the event this should occur, those visits would take place in the Special Housing Unit under the direct supervision of available staff. Only the Operations Lieutenant, in consultation with the Duty Officer, will have the authority to terminate a visit. Should the visiting room become overcrowded, the Visiting Room Officer will inform the Operations Lieutenant and the Duty Officer. Initially, visits will normally be terminated on a

voluntary basis. Should this not alleviate the overcrowded conditions, the following measures

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may be taken in sequential order: 1) visits will be terminated based on the frequency of visitors received by the inmate; 2) visitors from the local area, within a 100 mile radius, will be asked to terminate their visits; and 3) as a last resort, visits will be terminated on a first-in, first-out basis. Unusual circumstances which might warrant exceptions to these criteria should be determined by the Operations Lieutenant, in consultation with the Duty Officer.

These limitations are necessary because of the limited visiting facilities at this institution. Visiting shall be recorded on a daily basis regardless of whether the visitor stays the entire day or only a portion of the day. If an inmate visits part of a day and returns later for another visit, each visit will be counted as a separate visit. Point(s) are accrued for each visit. Inmates will be required to request additional visits beyond the basic total of twelve (12) points per month in writing to their Unit Team, and justify the specific reason(s) or need for the visit(s). The visit must be approved in advance by the appropriate Unit Manager, with the concurrence of the Captain. Additional visits will be granted only for serious medical illness, a family emergency, or other reasons deemed appropriate by staff.

The Receptionist/Front Lobby Officer is responsible for entering the date and name of visitors into the computerized Access Control Entry/Exit System located at the Reception Desk. In the event the system is inoperable, the Receptionist/Front Lobby Officer will contact unit staff to access the inmate's central file copy to verify approved visitors. The Receptionist/Front Lobby Officer will then document the date of the visit, number of points used, and the name(s) of visitors on a separate form which is maintained in the inmate's back-up paper file. The information will be transferred to the computerized Access Control Entry/Exit System as soon as the computer is operational.

Ordinarily, special visits will be approved by the Warden, or his/her designee. For cost effectiveness, staff should encourage any visit to take place during scheduled visiting hours; however, there will be occasions in which this cannot be accomplished. It is extremely important that advance notice be received when possible in order to ensure each visit can be adequately supervised and monitored with minimal time and administrative expense incurred. The Chaplain will be responsible for investigation and approval of requests for clergy visits. Approval procedures for other Special Visits are addressed in section d(2) and e(1) of this supplement. Unit staff will supervise special visits, to include Attorney and Support Staff visits. Clergy visits will be conducted in the Visiting Room and supervised by Religious Services staff. During non-visiting hours, staff responsible for supervising special visits will also be responsible for escorting the visitors to and from the Visiting Room.

c. Visiting Lists: Ordinarily, staff will ensure inmates are advised of local visiting procedures within 24 hours after their initial commitment to this institution. Inmates may submit an initial visiting list to their assigned Unit Team for the purpose of gaining authorization for immediate family members. The inmate may request other relatives, friends, and associates by completing a Visitor Information Form BP-629(52), Attachment 1 of governing Program

Statement 5267.06, Visiting Regulations, and providing it to their assigned Unit Team. Visiting lists may include immediate family members, and up to ten other relatives, friends, and associates. The approved visiting list shall list the names of all visitors, regardless of age. Parental or legal guardian approval must be obtained prior to placing anyone under the age of 18 on the visiting list.

Inmates will be responsible for obtaining Visitor Information Forms from their unit staff and mailing them to each prospective visitor. The proposed visitor will complete the form and return it directly to unit staff responsible for the inmate. Unit staff will then complete an NCIC (National Crime Information Center) check. NCIC checks will be completed for all non-immediate family members and friends. Immediate family can be verified through the Presentence Investigation Report and/or contact with the U.S. Probation Office. An NCIC check is not precluded for immediate family. Should other information need to be requested from other official sources, the Request for Conviction Information Form BP-311(52), Attachment 2 of governing Program Statement 5267.06, Visiting Regulations, would be utilized. The list will be compiled by the Unit Counselor after verifying that all listed persons are acceptable. Ordinarily, visitors already identified as approved for inmates transferring from one institution to another will not need to be re-approved.

The Unit Counselor will enter visiting list data on the computerized Access Control Entry/Exit System. An initial visiting list of immediate family members or a negative (no visitors requested) visiting list should be keyed ordinarily within seven (7) days after an inmate's arrival at this facility. Additions and/or deletions will be keyed as soon as possible following the completion of any background checks.

The Unit Counselor will provide a paper copy of the visiting list to the inmate and place a copy of all updates in the inmate's Central File. Each time a visitor is approved and placed on the list, the inmate will be provided a copy of written guidelines pertaining to Visiting Rules and Regulations, Attachment A. Directions to and from the institution, Attachment B, and methods of available transportation, Attachment C, will also be provided for the approved visitor(s). The inmate is responsible for ensuring this information is provided to the approved visitor(s). Additionally, the Visiting Rules and Regulation will be posted in the Front Lobby/Administration Building, and a listing of local transportation services will be available for the convenience of visitors. All visitors 16 years of age or older will document their receipt and understanding of visiting rules, regulations, and procedures prior to their entrance into the facility.

A copy of each visiting list will be placed in the inmate's central file. This copy will be utilized for backup in the event the computerized Access Control Entrance/Exit System is inoperable. Unit staff will purge inmate information maintained in the computerized system on a monthly basis, at a minimum.

d. Other Authorized Visitors:

(1) Official Visitor - Law Enforcement: Law Enforcement interviews will be coordinated by the appropriate Unit Manager. All telephone calls regarding law enforcement visits will be directed to the SIS Office. The SIS Office will verify the information pertaining to the visit with the appropriate law enforcement office.

All visits by law enforcement officials will be conducted in an area designated by the Captain. Staff designated by the Captain will provide visual supervision for law enforcement official visits with inmates. The SIS Office will supervise only those visits for which he/she has been specifically requested. Inmates should be advised of their rights, when necessary, prior to the interview. The Legal Department may be consulted if legal questions arise. Inmates may refuse to speak with law enforcement officials if they so choose.

Examples of Law Enforcement visitors are as follows:

- a) U.S. Attorneys
- b) Law Enforcement Officers (U.S. Marshals, DEA, FBI, etc.)
- c) U.S. Probation Officers
- d) State and Local Law Enforcement Officials

Law enforcement visitors need only one (1) form of identification which includes a current photo, signature, and name of the represented agency. Law enforcement visitors will be escorted by staff to the interview location.

(2) Official Visitor - Consular Visits: Inmates who are citizens of foreign countries may receive visits from that respective Consular Office on matters of legitimate business. Ordinarily, Consular visits are arranged in advance and coordinated under the auspices of the Executive Assistant. These visits are usually conducted in the Visiting Room under the supervision of Visiting Room or unit staff. This privilege will not be withheld even though the inmate may have visiting privileges suspended as a result of disciplinary infractions.

(3) Prisoner Visitation Support Staff (PVS): The Prisoner Visitation and Support Program will be coordinated through the Volunteer Coordinator. Visits are ordinarily arranged in advance and conducted in the Visiting Room during regular visiting hours. PVS volunteers are required to complete the Notification to Visitor form, BP-S224.022. PVS visitors may ordinarily be allowed to carry paper and writing implements into the Visiting Room.

(4) Attorneys, and Support Staff: Attorneys and support staff are required to complete the Notification to Visitor form, BP-S224.022, prior to being authorized entrance to the institution. During non-visiting hours, approved attorneys, paralegals, sponsors, investigators, or others who request admission to the facility to conduct interviews, will be processed as regular visitors and allowed entrance under escort by unit staff supervising the visit to a designated

visiting area. Upon completion of business, these visitors will again be escorted to the Administration Building. Unit staff will provide visual supervision of attorney and support staff/client visits. Upon conclusion of the visit, staff will conduct a visual search of the inmate in accordance with established procedure.

Attorney visits should be coordinated in advance through the appropriate unit staff; however, every effort will be made to accommodate legal visits. If requested in advance, the attorney should identify his/her State or Federal Attorney Bar Affiliation in the letter in order to allow for follow-up verification by unit staff. Unit staff will forward an informational memorandum to the Receptionist/Front Lobby Officer, advising of the approved visit. The unit staff will also coordinate visits for legal support staff (paralegals, investigators, interpreters, etc). All incoming telephone calls regarding legal support staff visitation should be forwarded to the appropriate unit in order for staff to forward appropriate forms and follow-up on the background investigation, etc. Unit staff will forward an informational memorandum to the Receptionist/Front Lobby Officer, advising of the approved visit.

If any suspicious activity occurs during the course of any Attorney/Support Staff visit, supervising staff should contact the Operations Lieutenant and the Unit Manager. Examples of suspicious activity are as follows: 1) excessive physical contact; 2) suspected passage of contraband; 3) intoxication. Attorneys are expected to display a professional demeanor while in the institution.

e. Entry Procedures and Guidelines:

(1) Number of Visitors: Normally, only five (5) visitors including children will be allowed to visit an inmate at any given time. Allowance of more than five (5) visitors must have approval from the Operations Lieutenant. Individuals under the age of 18 must have written consent of a parent or legal guardian to visit, and those under 16 years of age must be accompanied by a responsible adult.

(2) Identification: Visitors of the age of 16 or older, arriving at the institution without photo identification, will not be allowed access into the institution. The Receptionist/Front Lobby Officer will be responsible for checking the identification of all adult visitors. Inmate visitors must have in their possession a valid photo identification. If the photo appears to be altered, forged, or otherwise not sufficient to provide positive identification the Operations Lieutenant or Duty Officer will be notified for authorization. All visitors will be required to complete the Notification of Visitor Form, BP-224(52), Attachment 3 of governing Program Statement 5267.06, Visiting Regulations, prior to visiting.

(3) Processing Requirements: After the visitor has signed in and completed the Notification of Visitor Form, the Receptionist/Front Lobby Officer shall verify the visitor has proper identification, and the requested inmate is confined at FCC Beaumont (Low). Once

proper verifications have been completed, appropriate data regarding the visit will be keyed into the Access Control Entrance/Exit System. The Visiting Room #1 Officer will notify the inmate's

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Housing Unit or Detail Supervisor that the inmate has a visit. In addition, the Visiting Room Officer will notify the Control Center Officer who will page the inmate via the public address system. \*If the inmate cannot be located by the Unit Officer or the Detail Supervisor within (30) thirty minutes, the Visiting Room #1 Officer will advise the Operations Lieutenant.

All inmate visitors, with the exception of children under the age of 16, will sign the log book at the Front Lobby. The Receptionist/Front Lobby Officer will ensure he/she processes all visitors in accordance with established procedures. The Receptionist/Front Lobby Officer will instruct all inmate visitors to complete the Notification of Visitor Form. All sections will be thoroughly completed. Federal, State, and Local Law Enforcement Officials, Consular Representatives, members of Congress and the Judiciary, are exempt from completing the Notification of Visitor Form.

After completing the notification form, processing of inmate visitor(s) shall proceed through use of the walk-through metal detector and stamping the visitor's hand. Use of the various ink stamps will be rotated randomly. The same stamp should not be utilized for two consecutive visiting days. The Control Center Officer will verify the stamp is visible via the black light prior to authorizing entrance of the visitor(s) into the secure perimeter.

Once the visitor(s) has been processed, the visitor(s) will be escorted to the Visiting Room. The Visiting Room staff will verify each visitor's stamp and visually monitor visitors as they walk into the Visiting Room. Upon completion of the visit, the visitor(s) will be escorted by Visiting Room staff directly to the Outside Administration Building. The stamp of all visitors will be verified by both the Visiting Room staff and the Control Center Officer before authorizing their exit from the secure sallyport area.

(4) Special Housing Unit Inmates: Visitors for inmates housed in the Special Housing Unit will be processed in accordance with the procedures identified in this supplement. The Visiting Room Officer will telephonically contact Special Housing #1 Officer and advise the officer of the visit. The Special Housing #1 Officer will notify the Operations Lieutenant of all visits and advise of any separation issues as described in this section. Inmates who require separation will not be in the Visiting Room at the same time. The Special Housing Unit #1 Officer will ensure this does not occur, based on his/her review of pertinent and relevant information maintained on each inmate in the Special Housing Unit. So as to ensure inmates who require separation are not in the Visiting Room at the same time, visits will normally be conducted on a first come first served basis. To provide fairness to all inmates, staff will normally allow each inmate who requires separation an equal time to visit. Ordinarily, no more than four Special Housing Unit inmates will be authorized in the Visiting Room at one time. Inmates housed in Special Housing will be processed from the Visiting Room (30) thirty minutes prior to the conclusion of visitation.

(5) Security: All visitors, with the exception of Federal, State, and Local Law Enforcement officials, Consular Representatives, Members of Congress, and the Judiciary will be  
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required to pass through the metal detector. Any visitor registering a positive reading will be screened using a portable transfrisker. If this scan proves positive, the visitor will be given the opportunity to produce the metal object. Failure to produce the object creating the positive reading will be just cause for denial of a visit. Only the Operations Lieutenant or Duty Officer can deny a visit. If probable cause exists that the visitor is attempting to introduce contraband into the institution, Program Statement 5510.09, Searching, Detaining, Arresting Persons other than Inmates may be implemented.

Visitors' lockers are placed in the Outside Administration Building for storage of visitors' handbags, purses, shopping bags, packages, etc. If all lockers are occupied, the visitor(s) may elect to wait for an available locker or place these items in their vehicle. At no time will photographic or any type of recording equipment be allowed onto the institutional grounds without the written consent of the Warden or his/her designee.

Medication will be left in the lockers provided. The only exception to this would be if the medication is life supportive and the visitor will need an exact dosage during the time he/she will be visiting. Prior to allowing the medicine into the institution, the Receptionist/Front Lobby Officer will contact a member of the medical staff to determine if the medicine is indeed life supportive. If the medication must be retained by the visitor, the Visiting Room #1 Officer will be advised that the visitor has authorized medication, specifying it by name and amount.

Each visitor will be permitted to enter the institution with one (1) pack of sealed, unopened tobacco products. Smoking will occur only on the Outside Visiting Room Patio, utilizing the appropriate receptacles for discarded items. No tobacco products will be retained by the inmate at the conclusion of the visit.

Only small clear change purses will be allowed in the Visiting Room. The Receptionist/Front Lobby Officer will first inspect the change purse prior to the visitor taking it into the Visiting Room. Only those items needed for an infant's stay will be authorized in the Visiting Room. This includes, but is not limited to:

- 1 - sealed package of baby wipes
- 5 - diapers
- 1 - formula mix (sealed)
- 2 - plastic jars of baby food (sealed)
- 1 - empty baby bottle (plastic)
- 1 - serving spoon (plastic)
- 1 - small clear plastic tote bag for the above contents

All items entering the Visiting Room will be thoroughly inspected by the Receptionist/Front Lobby Officer prior to admission.

f. Visiting Room Procedures and Guidelines:

(1) Visitor's Attire: All visitors will be dressed appropriately. Visitors wearing revealing clothes (halter tops, sleeveless garments, transparent or sheer garments, extremely low-cut dresses or blouses, extremely tight trousers/slacks or skirts/dresses), skirts or dresses two or more inches above the knees, wrap skirts, apparel with slits extending above the knee, or any other item of clothing which is determined by the Operations Lieutenant or Duty Officer to be of poor taste, derogatory in nature, or may threaten the security or orderly running of the institution (trousers that sag and drag, etc.) will not be permitted to visit. Additionally, visitors will not be permitted to wear thong-type shoes, shorts, tank tops, head wear (with the exception of religious attire) or hooded jackets, non-prescription sunglasses, khaki or camouflage colored clothing. The Receptionist/Front Lobby Officer will contact the Operations Lieutenant or Duty Officer whenever questionable situations arise. Ordinarily, the Operations Lieutenant or Duty Officer are the only officials who may disallow a visit under these circumstances.

(2) Inmate's Attire: Only institution issued clothing will be allowed in the Visiting Room. Inmates will only be allowed to wear institution issued work shoes.

(3) Inmate Searches: All inmates entering and exiting the Visiting Room are to utilize the compound entrance door. All inmates are to be pat searched thoroughly upon entry and only the following items are authorized for entry:

- 1 - comb
- 1 - religious medal (with chain)
- 1 - wedding band (plain)
- 1 - approved religious headgear
- 1 - pair of glasses (Prescription)
- 1 - handkerchief

The Visiting Room #2 Officer will note any of the above items on the Visiting Room/Inmate Personal Property List, Attachment D, as the inmate enters the Visiting Room. In order to control the introduction of contraband, a thorough visual search will be conducted on all inmates departing the Visiting Room. All personal items on the inmate will be verified by the officer conducting the search, utilizing the Visiting Room/Inmate Personal Property List. An attempt to take unauthorized items out of the Visiting Room may result in disciplinary action.

(4) Behavior: Visitors are required to maintain control of children at all times. Failure to do so may result in termination of the visit. All visitors and inmates are expected to conduct themselves in a responsible manner. The visiting areas are subject to being monitored and recorded. Conduct which disrupts the orderly atmosphere of visiting or offends other adults or children may be grounds to terminate the visit. Disruptive and/or offensive behavior will be

reported to the Operations Lieutenant. The Operations Lieutenant or the Duty Officer is authorized to terminate a visit for disruptive and/or offensive behavior. Such conduct involving an inmate may result in disciplinary action. The Visiting Room staff maintain the right to assign

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seating in order to ensure the area continues to operate in an orderly manner. Note: The visiting room is a public place and children are usually present. Inmates are expected to conduct themselves accordingly. Handshaking, embracing, and kissing are permitted only at the beginning and end of the visit.

(5) Notification to Visitor BP-224 (52): IT IS A FEDERAL OFFENSE TO INTRODUCE OR ATTEMPT TO INTRODUCE ANY ARTICLE INTO OR UPON THE GROUNDS OF THIS INSTITUTION WITHOUT THE EXPRESSED CONSENT OF THE WARDEN OR HIS AUTHORIZED REPRESENTATIVE. YOU ARE PROHIBITED FROM INTRODUCING NARCOTICS, ALCOHOL, FIREARMS, CELLULAR PHONES, OR EXPLOSIVES ONTO THE FEDERAL RESERVATION. CAMERAS OR RECORDING DEVICES MAY NOT BE INTRODUCED WITHOUT ADVANCE WRITTEN PERMISSION FROM THE WARDEN. ANY EFFORT TO CIRCUMVENT OR EVADE THESE REGULATIONS MAY RESULT IN THE DENIAL OF FUTURE VISITS. ANY VIOLATION OF FEDERAL LAWS WILL BE REFERRED TO THE APPROPRIATE AGENCY. ALSO, VISITORS NEED TO KNOW THAT PERSONS AND PACKAGES CAN BE SEARCHED AT THIS FACILITY.

(6) Vending Machines: Visitors are encouraged to bring sufficient change, ordinarily no more than \$20.00 per person, for use of the vending machines. Only visitors are authorized to purchase products from the vending machines. Inmates are not authorized to receive any funds while visiting. Inmates are not authorized in the Vending Machine area.

g. Supervision of Visits: The Visiting Room Officers will make positive identification of each inmate entering the Visiting Room. Each inmate will be required to be in possession of their trust fund/identification card prior to being authorized entrance through the rear door of the Visiting Room. The Visiting Room Officer working the desk will also positively identify each inmate as they enter the Visiting Room by use of the inmate's picture identification card. Inmates will also be positively identified by the use of the inmate's picture identification card prior to his visitor(s) departure from the Visiting Room. All inmates must present their trust fund account card for identification purposes upon entering the Visiting Room.

Officers assigned to the Visiting Room shall supervise inmate visits continuously to prevent the introduction of contraband and to ensure the security and good order of the institution. The Visiting Room Officers will ensure that all visits are conducted in a quiet, orderly, and dignified manner. The Visiting Room will be arranged in a manner to accommodate the inmates and their visitors; however, the ability to adequately supervise and monitor the area should not be sacrificed. In order to enhance supervision, the Operations Lieutenant, Duty Officer, and unit staff will make periodic checks of the Visiting Room. Any exchange of legal documents in the

Visiting Room must occur under the direct supervision of unit staff or the Operations Lieutenant. Visiting Room Officers will maintain constant visual contact with inmates and their visitors. Ordinarily, the Visiting Room Officers will not escort a group of more than 15 visitors in or out of visiting area at any given time.

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7. ACTION: A copy of this supplement shall be forwarded to the South Central Regional Correctional Services Administrator. It is approved upon issuance. This supplement shall also be translated into Spanish.

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John M. Tombone  
Warden

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## Visiting Rules & Regulations

The visiting privilege is an important part of an inmate's incarceration and successful re-entry into society. Through the visiting privilege, inmates can maintain family ties, community relationships, and plan for release.

It is a Federal crime to bring upon the institution grounds any firearm, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the Warden. 18 U.S.C. 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object.

Normally, immediate family members, including father, mother, sister, brother, spouse, and children will be approved for visiting. Children under 16 years of age must be accompanied by an adult on the approved visiting list. Only five (5) visitors including children may visit at one time and must be included on the inmate's visiting list or have prior approval from the Unit Manager.

Visiting is permitted on Sundays, Mondays, Tuesdays, Fridays, Saturdays, and Federal Holidays from 8:00 a.m. to 3:00 p.m. Processing of visitors will be terminated one hour prior to the conclusion of visitation. All times are Central Standard Times.

Inmates will be afforded a total of twelve (12) points for the opportunity to visit per calendar month. The points shall be dependent upon which day the visit occurs. Three (3) points will be used for each weekend day (Saturday, Sunday, Federal Holiday) visit, and one (1) point for normal weekday (Monday, Tuesday, or Friday) visits.

Visitors arriving at the institution without photo identification will not be allowed access into the institution. Inmate visitors must have a valid photo identification. All non-official visitors will be required to complete the Notification of Visitor Form prior to visiting. This form can be located in the front lobby.

All visitors will be dressed appropriately. Visitors wearing revealing clothes (Halter-tops, sleeveless garments, transparent or sheer garments, extremely low-cut dresses or blouses, extremely tight trousers/slacks, or skirts/dresses), skirts or dresses two or more inches above the knees, wrap skirts, apparel with slits extending above the knee, or any other item of clothing which is determined by the Operations Lieutenant or Duty Officer to be of poor taste, derogatory in nature, or may threaten the security or orderly running of the institution (trousers that sag and drag, etc.) will not be permitted to visit. Additionally, visitors will not be permitted to wear thong-type shoes, shorts, tank tops, head wear (with the exception of religious attire) or hooded jackets, non-prescription sunglasses, khaki or camouflage colored clothing.

Inmate visitors are authorized to bring into the institution certain items. These items are as follows:

- A) 1 sealed pack of tobacco product
- B) 5 diapers
- C) 1 formula mix (sealed)
- D) 2 plastic jars of baby food (sealed)
- E) 1 serving spoon (plastic)
- F) 1 empty baby bottle (plastic)
- G) 1 small clear plastic tote bag for the above contents
- H) 1 container of baby wipes (sealed)

All items entering the Visiting Room will be thoroughly inspected by the Receptionist/Front Lobby Officer prior to admission. Smoking will occur only on the Outside Visiting Room Patio, utilizing the appropriate receptacles for discarded items. Only one (1) clear change purse is allowed in the visiting room. All other items will be required to be left in your vehicle. Visitors are encouraged to bring sufficient change, ordinarily no more than \$20.00 per person, for use of the vending machines. Only visitors are authorized to purchase products from the vending machines.

Visitors are required to maintain control of children at all times. Failure to do so may result in termination of the visit. All visitors and inmates are expected to conduct themselves in a responsible manner. Conduct which disrupts the orderly atmosphere of visiting or offends other adults or children may be grounds to terminate the visit.

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Attachment B

**DIRECTIONS TO FCC BEAUMONT (LOW):**

From Interstate Highway 10 or U. S. Highway 69 from the North:

Take Highway 69 South to W. Port Arthur Rd./Florida Ave. & Ave. A Exit;

(Sign indicating Federal Correctional Complex - Next Exit)

Follow service road down to the stop sign;

Turn right at the stop sign onto W. Port Arthur Rd.;

Follow W. Port Arthur Rd. for approximately 5 miles;

You will cross one (1) set of railroad tracks;

Turn right, approximately 50 feet past railroad tracks;

(Sign indicating Federal Correctional Complex to the right)

Follow drive down to main entrance to the complex property;

Drive straight in and follow the drive to the stop sign at the flagpole;

Turn right at the flagpole;

The entrance to the Low Security facility is the first drive to the right;

Ample parking is available;

All visitors will be processed in the Front Entrance of the Administrative Building.

Signs are posted at the front entrance to the property and at each intersection giving directions to the various facilities within our complex.

From U. S. Highway 69 from the South or Jefferson County Airport:

Take Highway 69 North to W. Port Arthur Rd./Florida Ave. & Ave. A Exit;

(Sign indicating Federal Correctional Complex - Next Exit)

Follow service road down to the stop sign;

Turn left at the stop sign onto W. Port Arthur Rd.;

Follow W. Port Arthur Rd. for approximately 5 miles;

You will cross one (1) set of railroad tracks;

Turn right, approximately 50 feet past railroad tracks;

(Sign indicating Federal Correctional Complex to the right)

Follow drive down to main entrance to the complex property;

Drive straight in and follow the drive to the stop sign at the flagpole;

Turn right at the flagpole;

The entrance to the Low Security facility is the first drive to the right;

Ample parking is available;

All visitors will be processed in the Front Entrance of the Administrative Building.

Signs are posted at the front entrance to the property and at each intersection giving directions to the various facilities within our complex.



### Visiting Room /Inmate Personal Property List

Name	Reg #	Rel Neck	Shoes	Color	Rings	Glasses	Other
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

DATE: \_\_\_\_\_

Officer Assigned \_\_\_\_\_

